Fuji Synapse PACS Installation Instructions
Radiology Specialists of Denver, P.C.

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Note: The following instructions use graphics from MS Windows XP Pro®. Installation of Synapse to Windows 2000 and Windows 98 is similar. Installation to Windows 95 (and below), Windows Vista and higher or to a MAC operating system is not supported.

Disclaimer & Synapse Use Agreement

By downloading and installing the Fuji Synapse Client software, you are agreeing to the terms and conditions set forth in this agreement. If you do not agree to the terms and conditions, do not download and install the software.

Authenticated Users

The Fuji Synapse Client allows the user to view patient radiologic studies from Imaging Centers serviced by Radiology Specialists of Denver, P.C.. As such, the user is bound by all appropriate HIPAA compliance standards. Any violation of these standards is grounds for immediate termination of user privileges. Additionally, the authorized user agrees to not disclose any assigned usernames and passwords to unauthorized personnel and to employ reasonable security means to protect such usernames and passwords. The user also agrees to notify Radiology Specialists of Denver, P.C. IT staff of any potential violations of security and any unauthorized use of the Fuji Synapse client software. You can obtain a user access authorization form at:
http://www.rsdcolorado.com/ConfidentialityAndSecurityAnd_SystemAccessForm.pdf

Secure Connection to Radiology Specialists of Denver, P.C.

Access to the Radiology Specialists of Denver, P.C. Synapse PACS is done through a secure server at Radiology Specialists of Denver, P.C. (SSL). Any detected attempts to access the system without authorization may result in criminal prosecution.

Warranty

Radiology Specialists of Denver, P.C. makes no warranty which places Radiology Specialists of Denver, P.C. as responsible for the quality of images or the quality of the Internet connection that the user employs. Furthermore, Radiology Specialists of Denver, P.C. makes no warranty as to any effects that the use of the Fuji Synapse software has on the user's workstation(s). The software is provided for downloading, as is.

> **In no event shall Radiology Specialists of Denver, P.C. be liable for any lost revenue, profit or data, or for special, indirect, consequential, incidental or punitive damages however caused and regardless of the theory of liability arising out of the use of and or inability to use the software even if Radiology Specialists of Denver, P.C. or its suppliers are notified of the possibility of such damages**.

Please Print These Instructions - Installation of the Fuji Synapse software will require a reboot of the user's workstation. Please print these instructions for use after rebooting.

Description

The Fuji Synapse client is a fully functional and operational DICOM image processing program for the purpose of viewing patient studies from anywhere in the world with Internet access. As the patient database grows, it will be possible

to view a patient's previous studies as well as comparisons to the current study. Use of this software makes it possible for multiple physicians to discuss a particular case, even miles apart while simultaneously viewing the same study.

Minimal Requirements

The Fuji Synapse client can be used from any computer with Internet access although performance of the software is dependant on several factors. We recommend the following minimum configuration:

Computer Workstation

1. The Fuji Synapse software operates on the Microsoft Windows® platform, with MS Internet Explorer®. As a recommended minimum requirement:
   - Pentium III processor @ 500MHz or faster
   - 256MB RAM
   - High Speed video card that supports at least 1024x768 in 32bit color.
   - High resolution monitor with at least 1024x768 at 32-bit color.
   - MS Windows 2000 or Windows XP Pro, or higher. Windows 98 is capable but not recommended. Windows 95 (or earlier), Windows Vista and higher, and Macintosh is not supported.
   - MS Internet Explorer 5.5 through 7.0 (Internet Explorer 8 is not supported at this time). Performance with other Internet browsers is not supported at this time.

     NOTE: This configuration will support images of a "clinical" quality, meaning a lossy compression of ~30:1 or better. It is not sufficient for independent diagnosis of patient exams.

Internet Connection

- A broadband (high speed) connection of at least 512kbs such as wireless Internet, cable or DSL. While 56k dial-up Internet service can be used, the resulting slowness of the download **WILL** prove frustrating.
- You can check the speed of your internet connection at http://www.speedtest.net/

Software Installation

Username & Password

Before downloading and installing the software, you will first need to contact the IT department at Radiology Specialists of Denver, P.C. for a username and password. Our number is 720-941-7000. (If you are long distance from this number, you may use 1-877-RSD-COLO, 1-877-773-2656). Upon verification of your credentials as a referring physician or

clinical site, you will be issued your PACS credentials. When you receive them, place them in a safe place and do not let anyone else use them. Unauthorized use of your credentials may result in suspension of your access.

Configure Windows and Internet Explorer

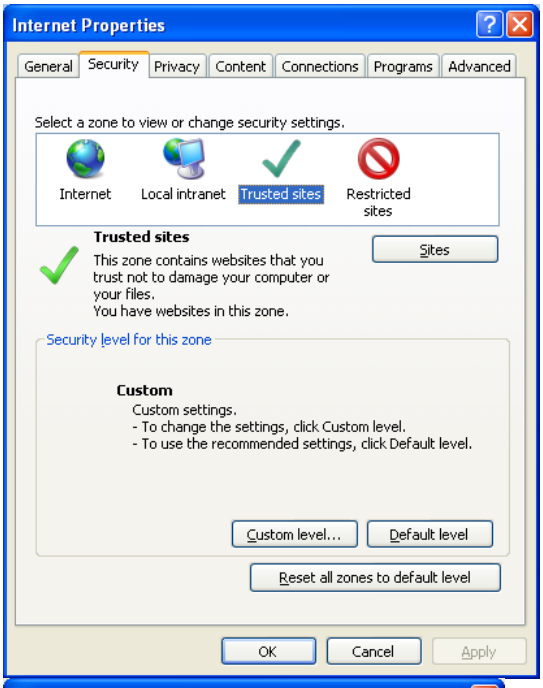
Before installing Synapse, it's a good idea to configure Windows and Internet Explorer for optimal results. If you are unsure of how to do this, please consult with your IT personnel.

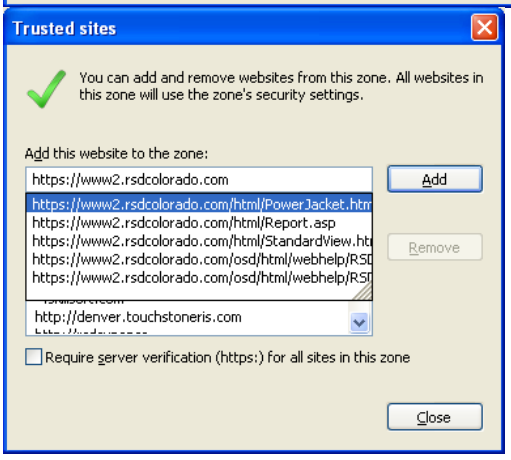
1. **Check to see if Synapse is already installed.** This is very important as there are many facilities in our area that also use Synapse and not all are on the same version.
    - **USUALLY,** you can see Synapse as an icon on the desktop. If you see it there, then Synapse is already installed. You can simply add our datasource to the properties of the Synapse icon. (Skip to the Synapse Configuration section, below).
    - **SOMETIMES,** IT staff will hide the Synapse icon because they have end users access Synapse through a 3rd party program. So, it's important that if you don't see Synapse on the desktop that you do not assume that Synapse is not installed. Go to Control Panel (in WinXP, click Start → Control Panel) to look for the Synapse icon there. It is easiest to see the icon if you view Control Panel in Classic View rather than category view. If you see the Synapse icon in Control Panel, you will need to "unhide" the icon there. Right-click on the icon, and select ***Open*** from the drop-down menu. Select the Security tab at the top of the dialogue box and place a check mark in the ***Allow access to Synapse from the Desktop*** box, then click ***OK***.
2. Windows Paging File (also known as Virtual Memory) - We recommend a static file size of triple the physical RAM.
3. Windows Restore - If you are using Windows Restore (Windows XP), please disable it prior to beginning the download and installation. This is a good measure for virus protection as well. ***Don't forget*** to reset this when the Synapse installation is complete!
4. Internet Options – Go to Windows Control Panel and click on the icon for Internet Options.
    a. Under the General tab, delete all cookies and clear the Temporary Internet files folder.

i. Under the settings for your Temporary Internet files, set the cache to 1024 MB or higher (if your system allows, try to set this to triple the size of your physical RAM).

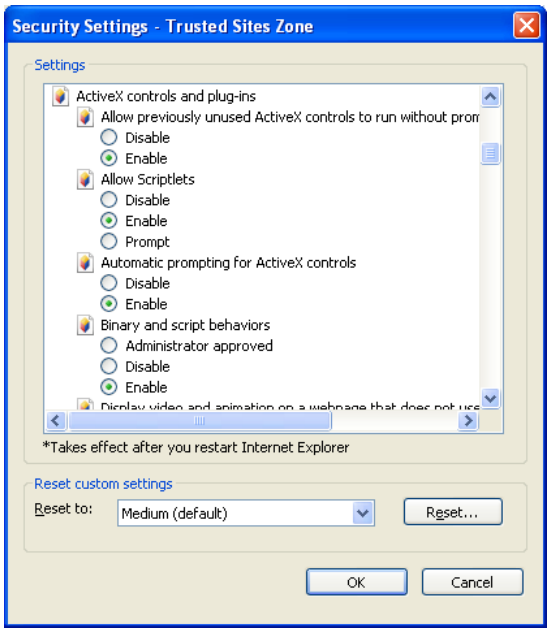
ii. Keep 0 (zero) days in your Internet history

b. Under the ***Security tab***, click on the ***Trusted Zones*** section and then click on the ***Sites***... button. Add https://www2.rsdcolorado.com to the list of trusted sites, then click ***Add***, then click ***Close***.

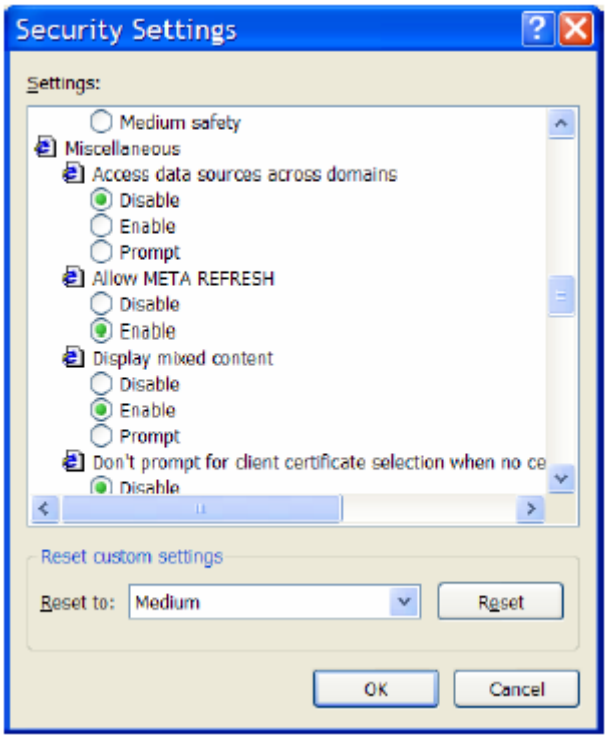




c. Click on the Custom Level button for Internet and scroll down to the ***ActiveX controls and settings section***. Enable all settings in this section.



d. Scroll down to the Miscellaneous section. Set the "Display mixed content" to enable, then click on OK.



e. Under the Advanced tab, scroll down to the setting for "Empty Temporary Internet folder when Browser is closed option" and enable this. Click on OK.

Install Synapse

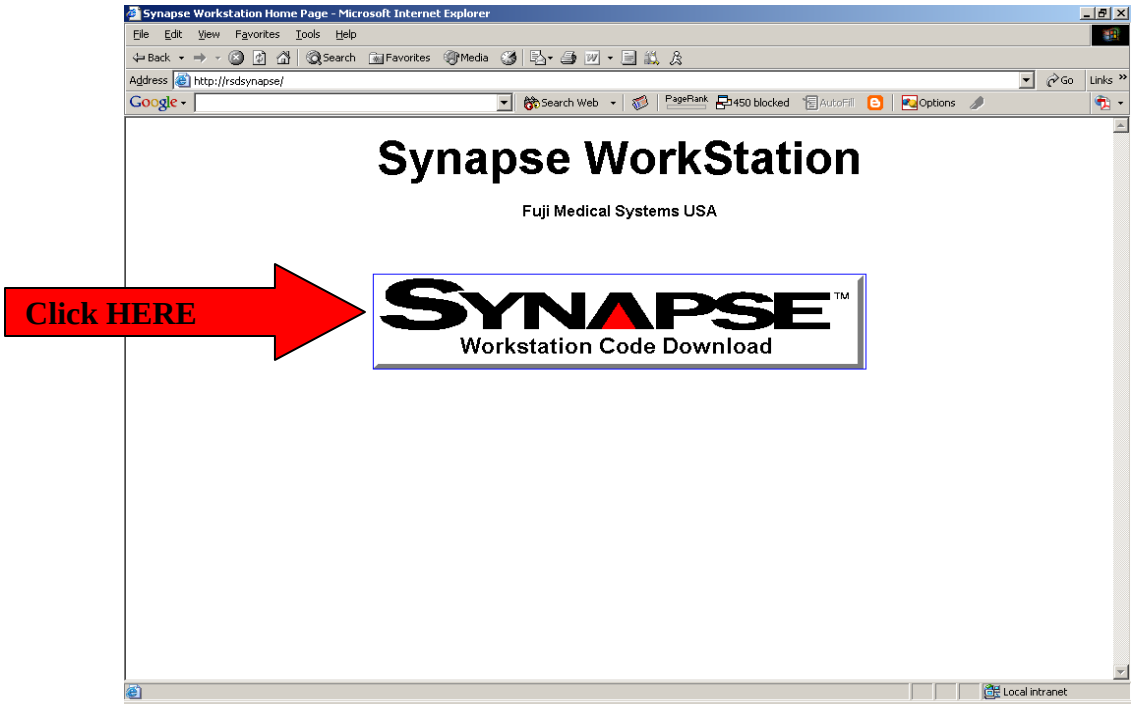
IMPORTANT!! You must be signed on to your computer as a user with administrator rights in order to successfully complete this installation!!

Once you receive your username and password from Radiology Specialists of Denver, P.C., open Internet Explorer to the Synapse download page at https://www2.rsdcolorado.com.

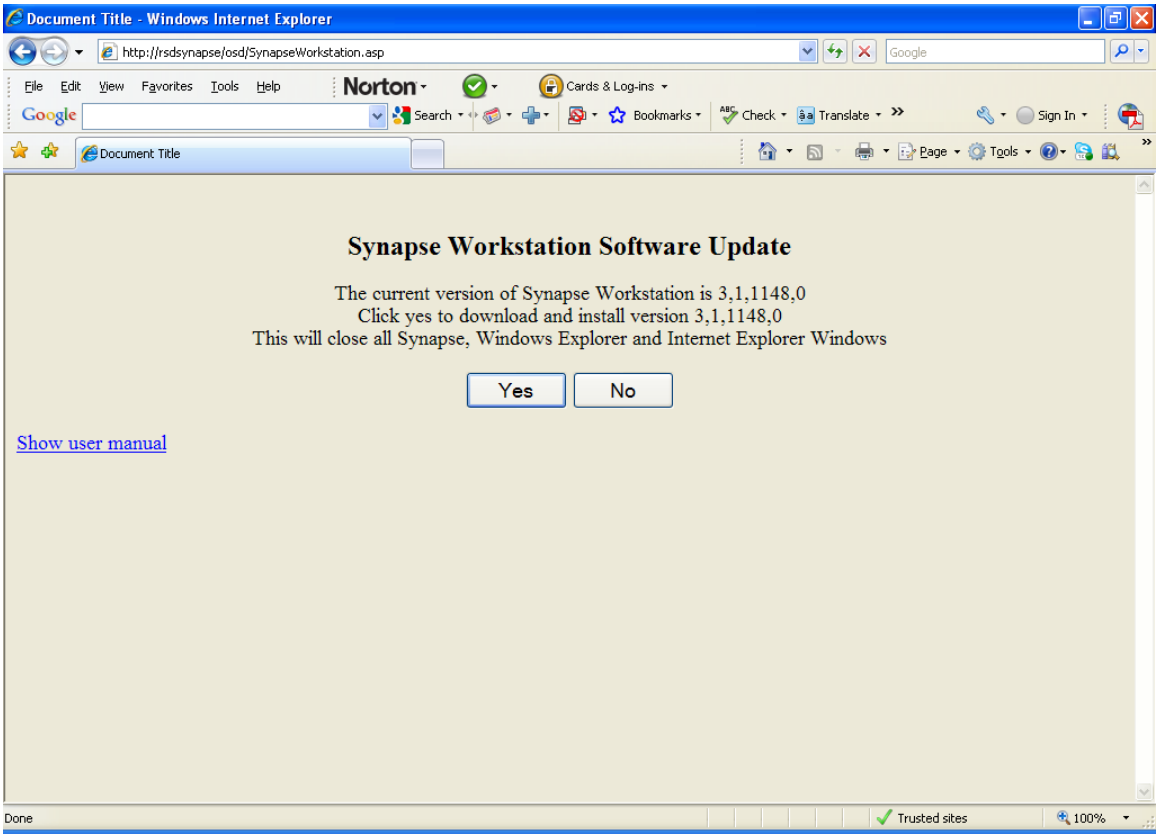
1. You will be prompted for your username and password. You will need to use the following format, using your own username and password:
    i. Username - "RADSPEC\yourusername"
    ii. Password - "YourPassword"

2. REMEMBER!! Passwords are Case-sensitive. Watch the caps lock!

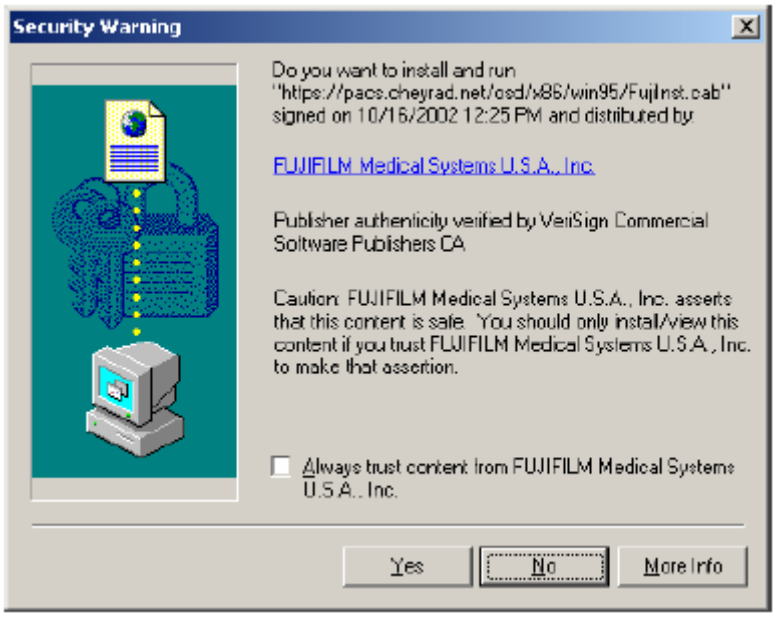
3. Click on the large Synapse button to begin the download.



4. You will then see a screen similar to this one:

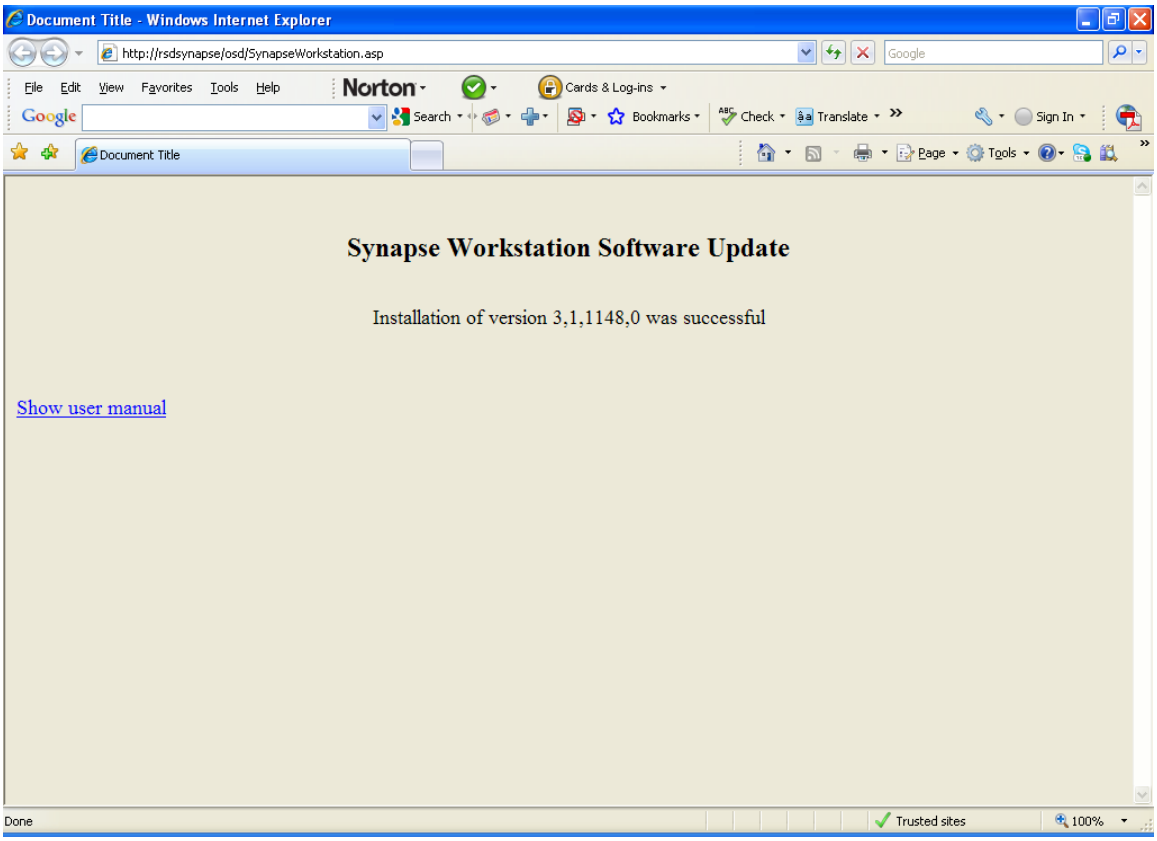

Document Title - Windows Internet Explorer
Synapse Workstation Software Update
The current version of Synapse Workstation is 3,1,1148,0
Click yes to download and install version 3,1,1148,0
This will close all Synapse, Windows Explorer and Internet Explorer Windows
Yes
No
Show user manual

If you are prompted with a dialog box that asks you to trust content from Fuji Medical Systems, click on “Always trust content from FUJIFILM Medical Systems U.S.A.,Inc.” and then Yes. You may be prompted twice for this.


Security Warning
Do you want to install and run "https://pacs.cheyrad.net/osd/x86/win95/FujInst.cab" signed on 10/16/2002 12:25 PM and distributed by
FUJIFILM Medical Systems U.S.A., Inc.
Publisher authenticity verified by VeriSign Commercial Software Publishers CA
Caution: FUJIFILM Medical Systems U.S.A., Inc. asserts that this content is safe. You should only install/view this content if you trust FUJIFILM Medical Systems U.S.A., Inc. to make that assertion.
Always trust content from FUJIFILM Medical Systems U.S.A., Inc.
Yes
No
More Info

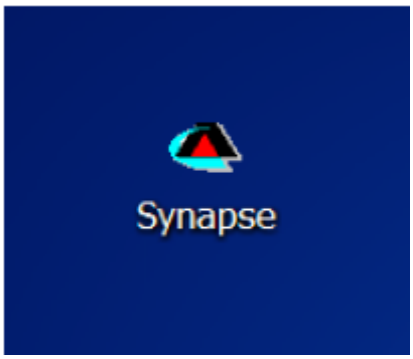
(In Windows XP, your screen may appear different, and you may be prompted to allow the installation of the ActiveX control. Answer YES to allow the installation.)

5. When the download is complete you should a screen similar to this:



Close out of this screen.

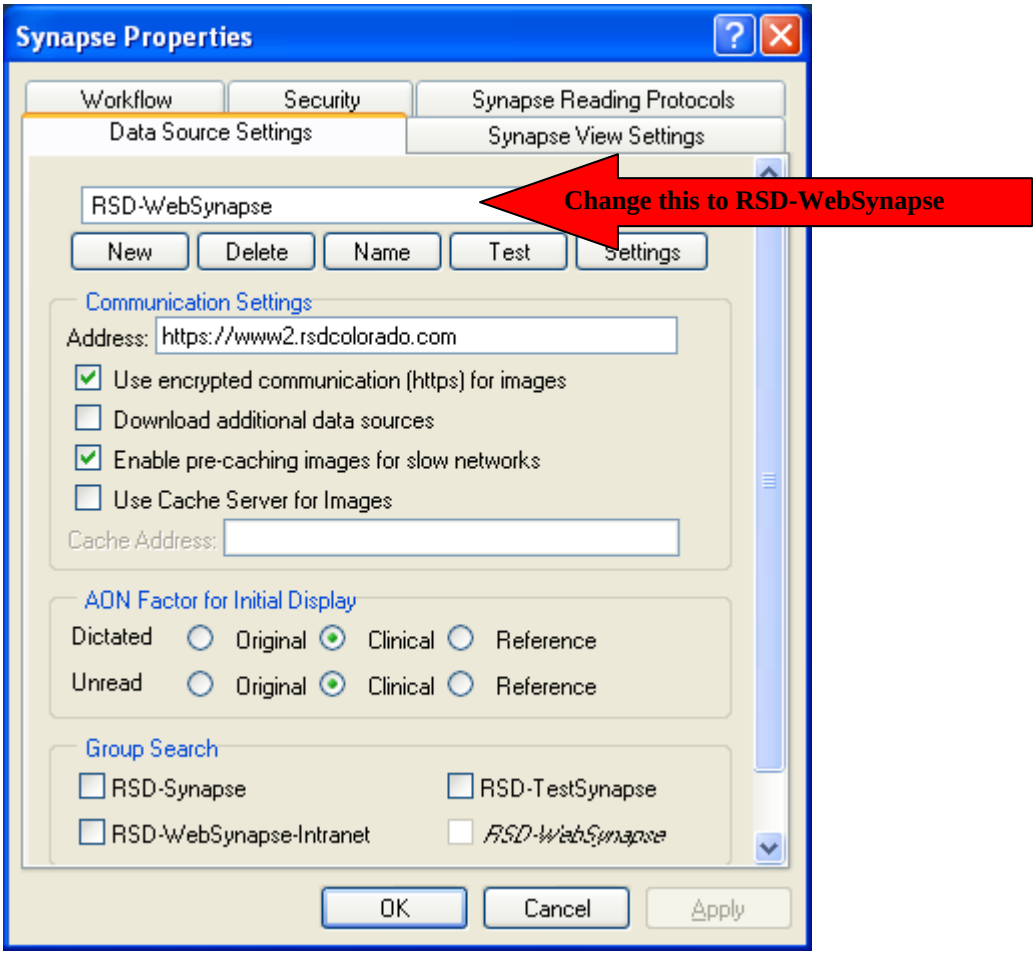
6. Click in any blank area on your main Windows desktop, then press F5 to refresh the screen. You should see the Synapse icon appear:



Proceed to the next section.

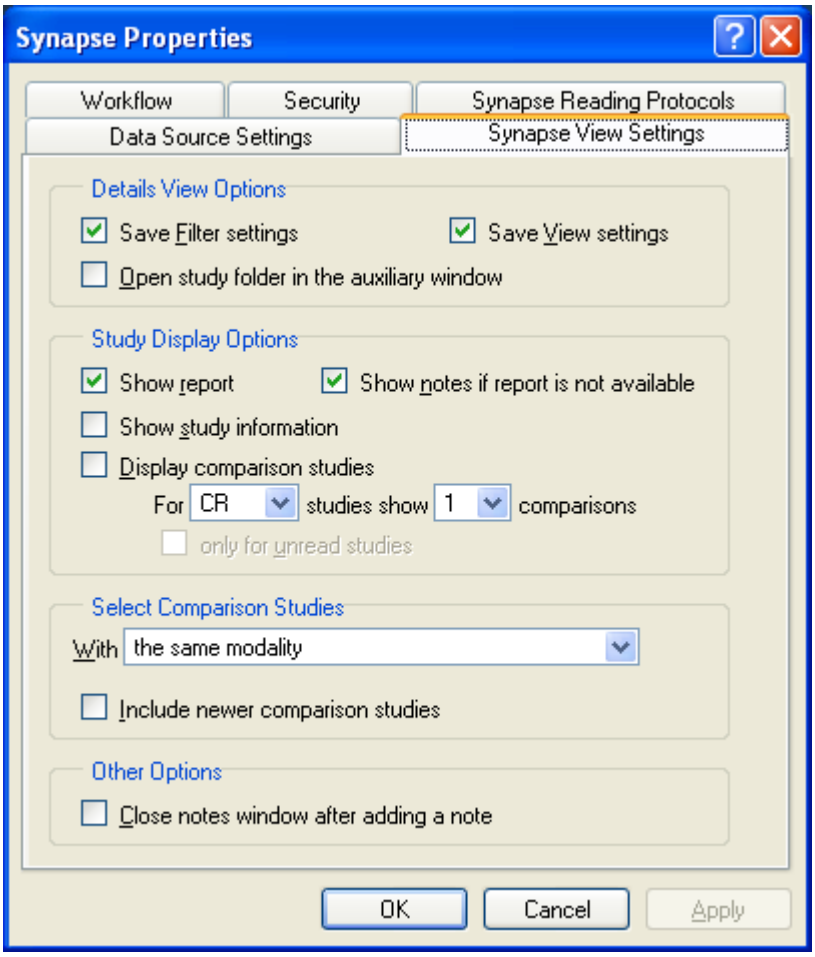
Synapse Configuration

1. Right Click on the Synapse icon and click on Properties. You may be prompted for your username and password, so enter it as you did before. If this is the first time Synapse has been installed on this computer, you will need to change some settings. If Synapse was previously installed, you will need to add the RSD data source.
    - If this is the first installation, click on the ***Name*** button to change the name of the datasource to read ***RSD-WebSynapse***.
    - If Synapse was previously installed, click on the ***New*** button and add the RSD-WebSynapse data source to the list of data sources.

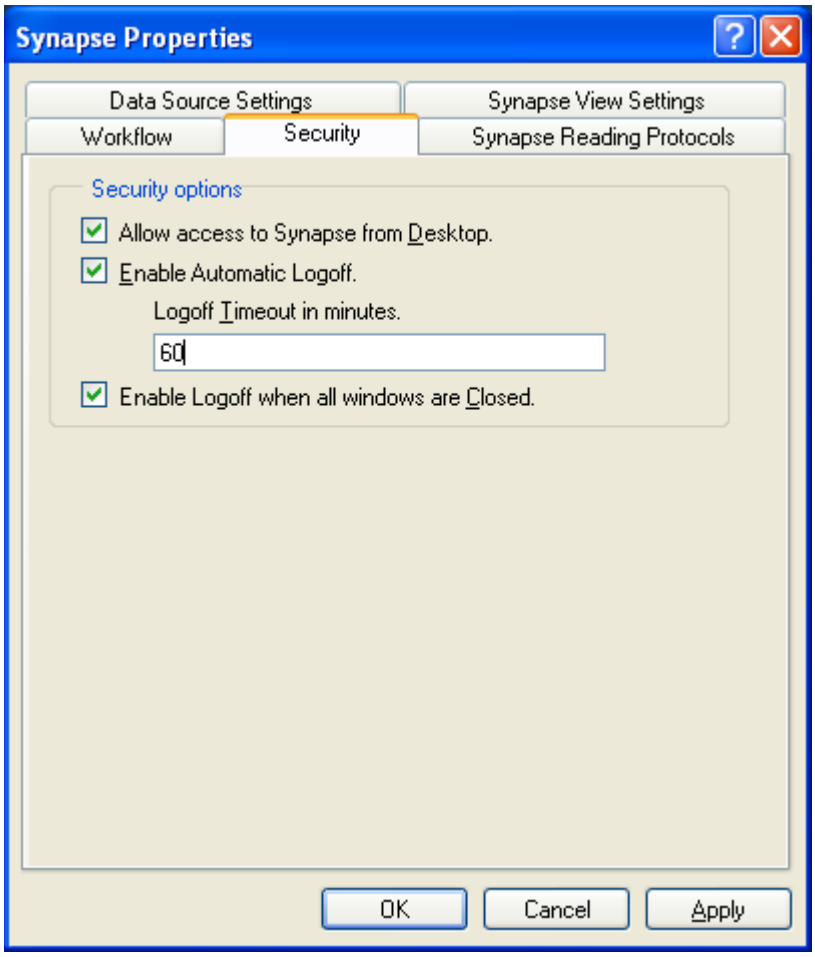


2. Make all of your settings match what you see in the picture, including the options for caching and using secure encrypted communication, and then click on the Synapse View Settings tab.

3. Make all of your settings match what you see in the picture and click on the “Security” tab.

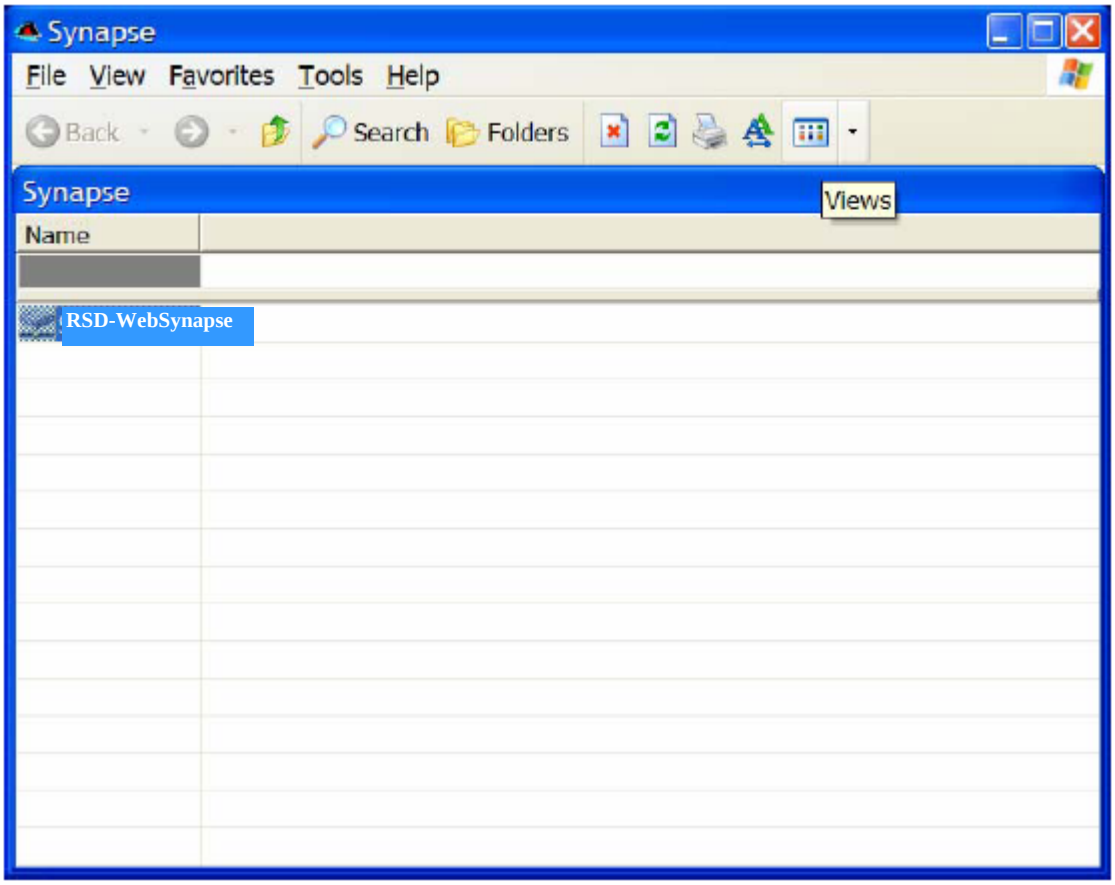


4. Make all of your settings match what you see in the picture and click on the “OK” button.

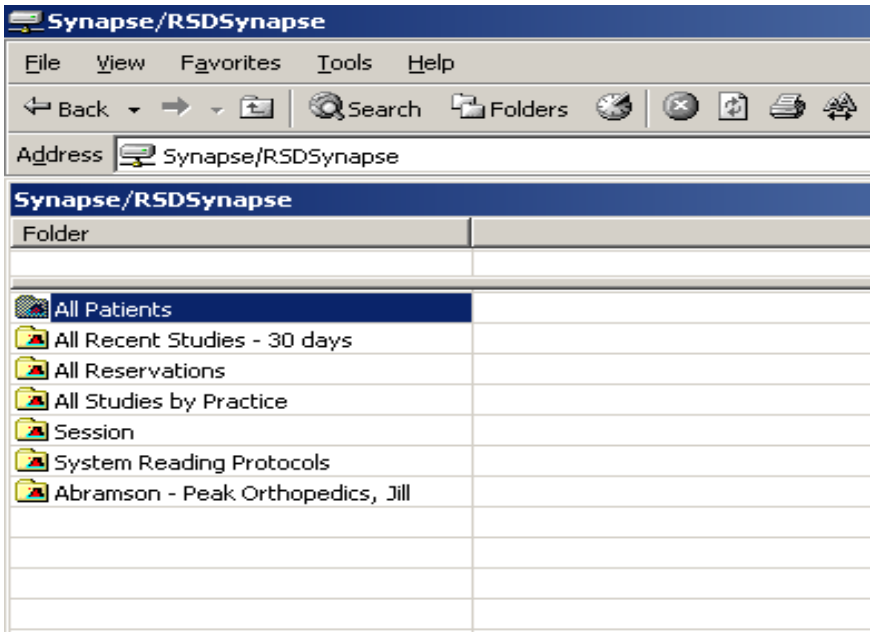


Starting & Using Synapse

1. You can now start Synapse by double clicking on the icon on your desktop. You may be prompted for user i.d. and password. Eventually, you will see the next window.

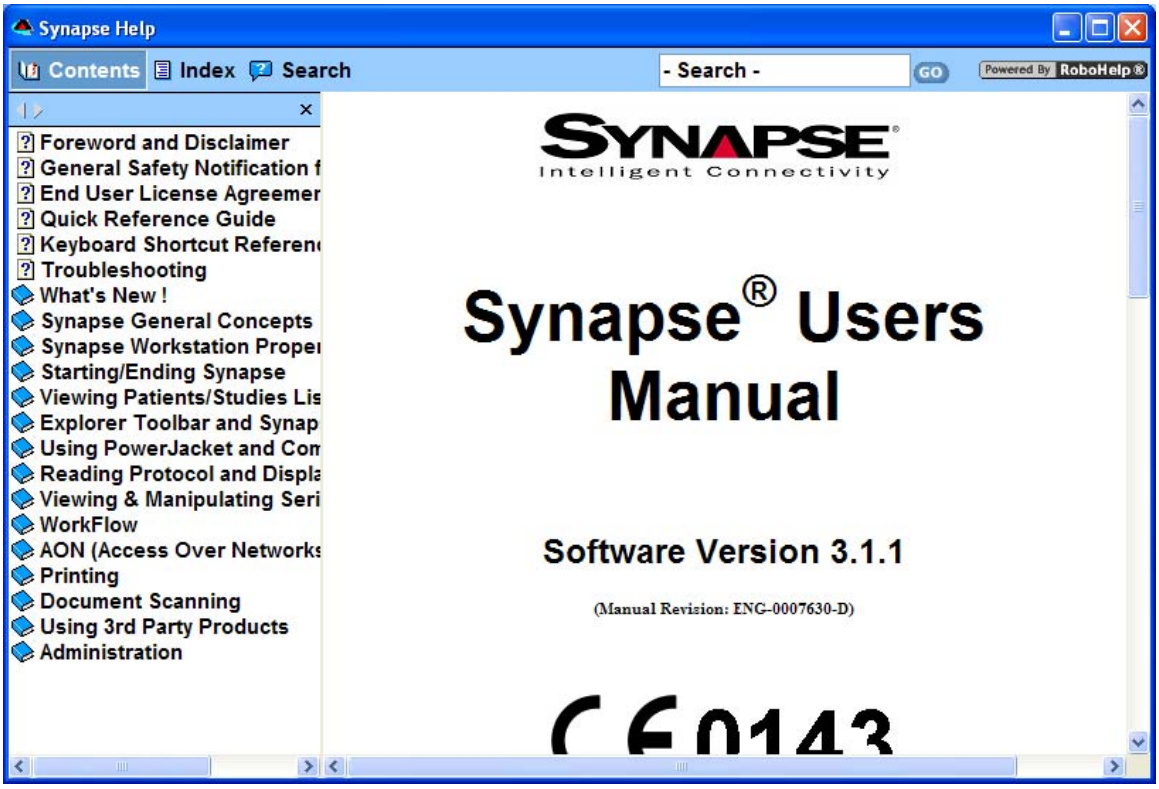


2. You should then see Synapse folders similar to:



3. The referring doctor will want to be most familiar with the “All Studies by Practice” and the “All Patients” folder where individual patients can be looked up by name.

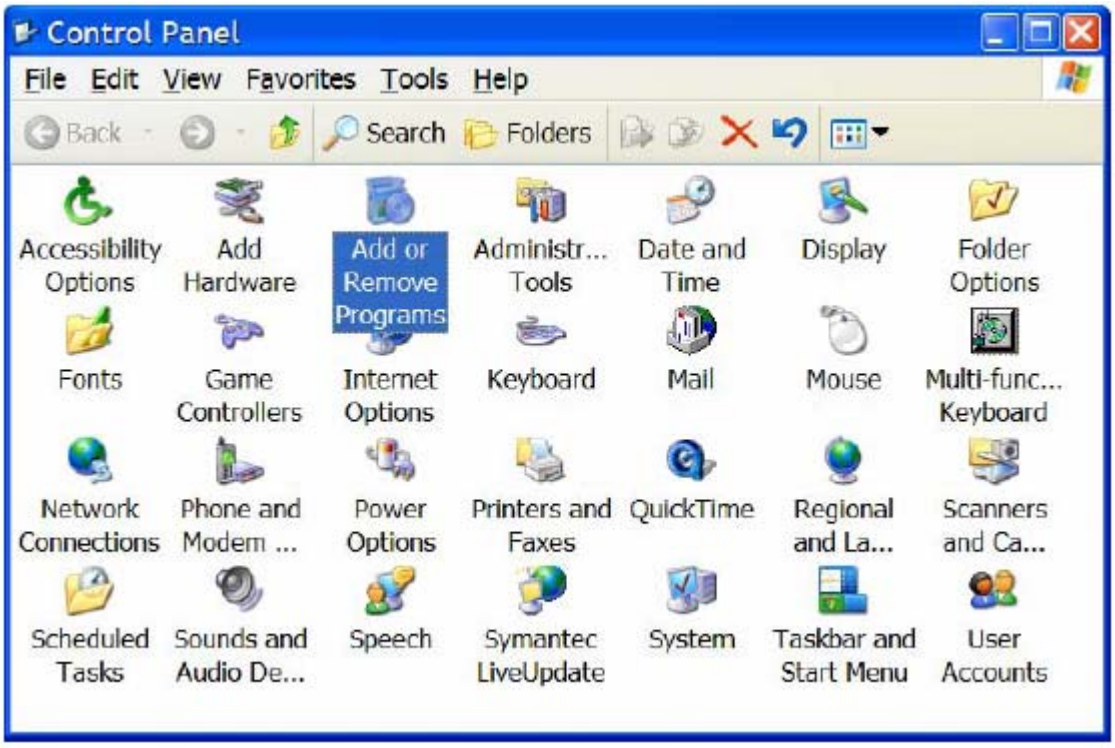
4. The entire user's manual can be found under the help menu at "Synapse Help". It's in handy HTML format to provide easy navigation:

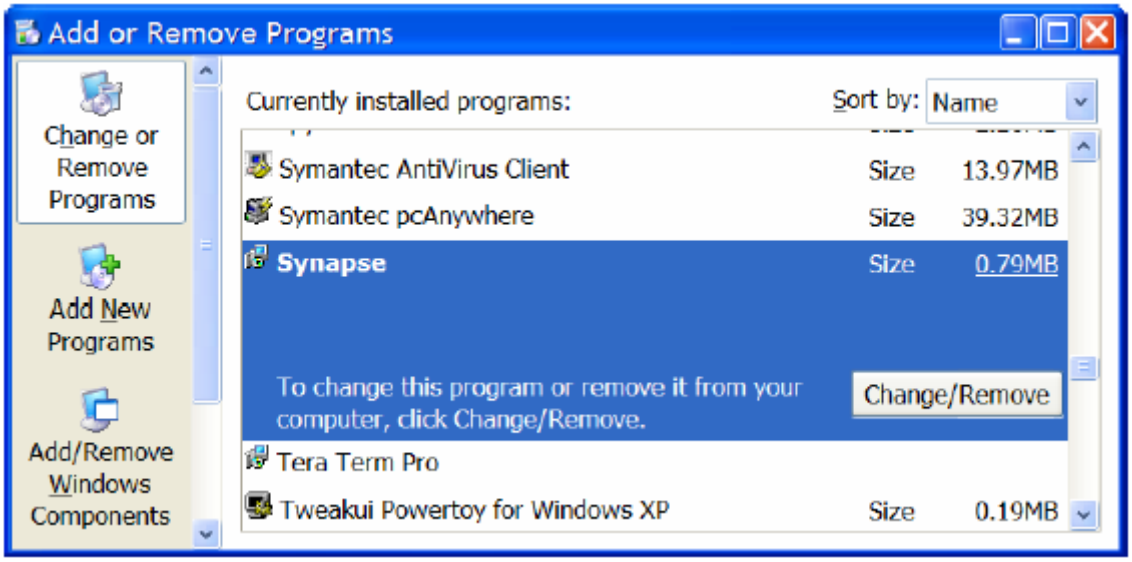


We encourage all users to read the User's Manual to become familiar with Synapse and its functions. If you have questions that you are unable to resolve, please call the Synapse Support Staff at Radiology Specialists of Denver, P.C. at 720-274-2150 and we will be glad to assist you.

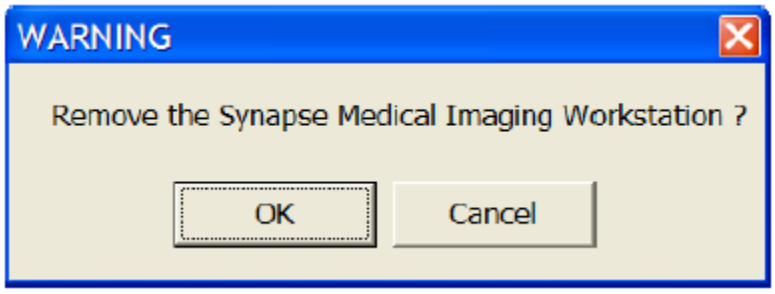
Uninstalling Synapse

1. You may remove the Synapse software by using Windows Add or Remove Software Programs in Control Panel.





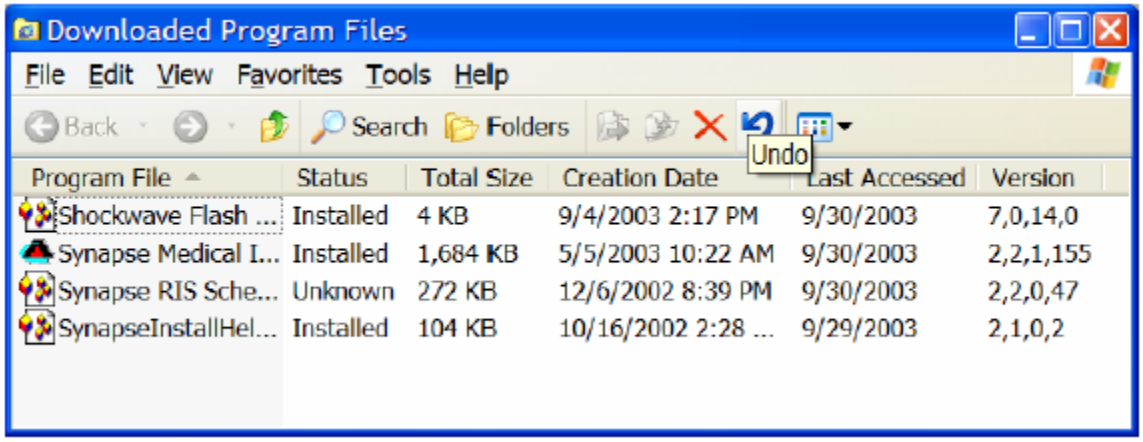
2. You will see a warning message. Click on OK.



3. After removing Synapse, you may be prompted to delete the Synapse files in your C:\Windows\downloaded program files or C:\WinNT\downloaded program files. Click on OK.

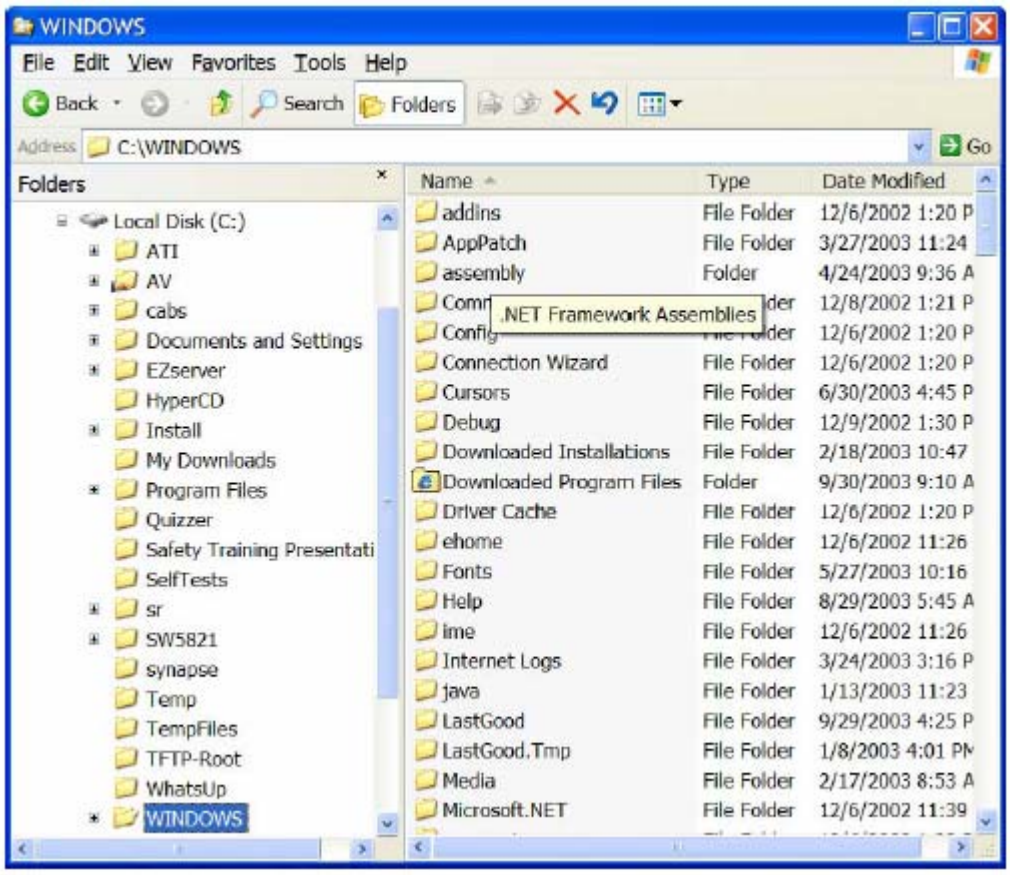
WARNING
To complete the software removal process, select the Synapse Medical Imaging Workstation in the downloaded program files folder. Then right-click on it and select the remove command. Note: In order to ensure the software is no longer in use, you may have to log off windows first.
OK

4. You will see a windows such as the following:

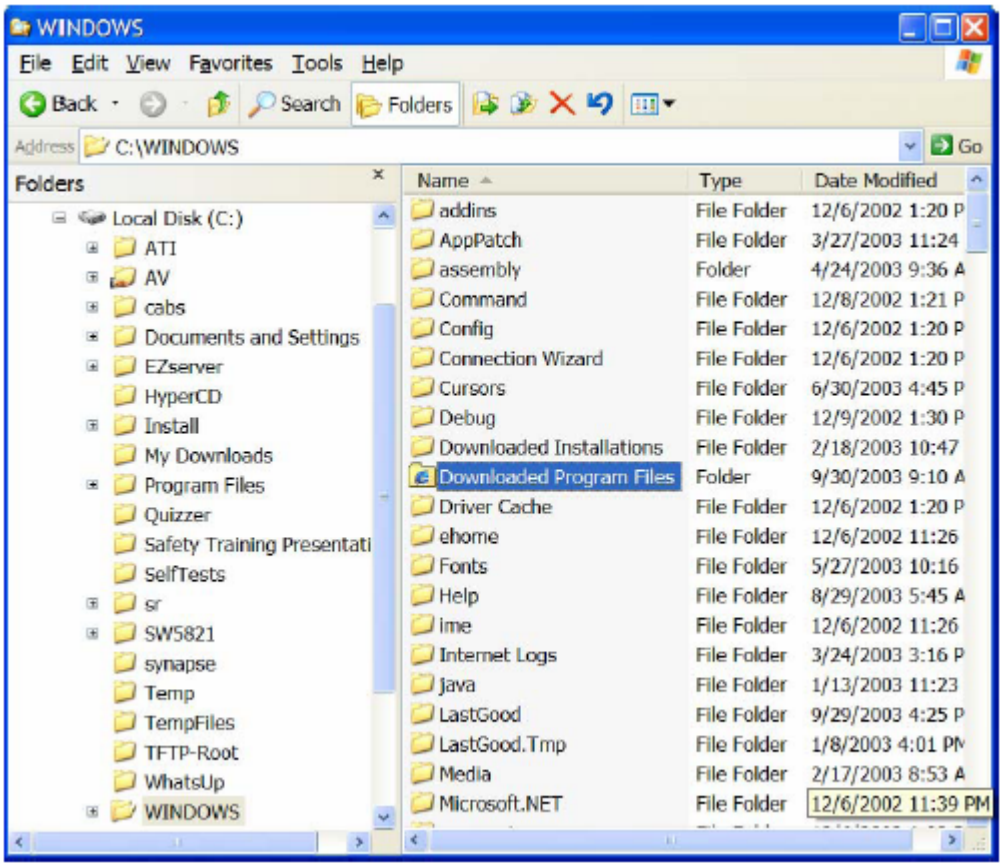

Downloaded Program Files
File Edit View Favorites Tools Help
Back Search Folders
Undo
Program File Status Total Size Creation Date Last Accessed Version
Shockwave Flash ... Installed 4 KB 9/4/2003 2:17 PM 9/30/2003 7,0,14,0
Synapse Medical I... Installed 1,684 KB 5/5/2003 10:22 AM 9/30/2003 2,2,1,155
Synapse RIS Sche... Unknown 272 KB 12/6/2002 8:39 PM 9/30/2003 2,2,0,47
SynapseInstallHel... Installed 104 KB 10/16/2002 2:28 ... 9/29/2003 2,1,0,2

5. You will not be able to delete the Synapse files at this time. You need to restart the computer before proceeding.

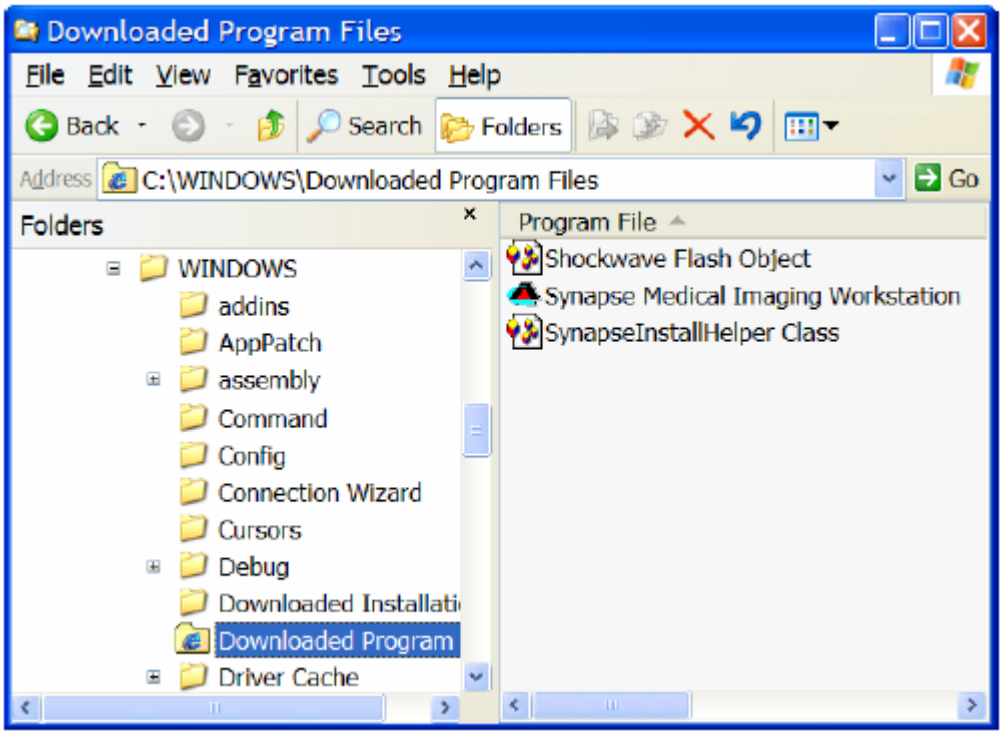
6. After restarting, right click on “My Computer” and select Explore. Navigate to the C:\Windows (or C:\WinNT)



7. Open the Downloaded Program Files folder.



8. Delete the Synapse Medical Imaging Workstation and SynapseInstallHelper Class files



If you have other problems uninstalling Synapse, please contact the Synapse support staff at Radiology Specialists of Denver, P.C. and 720-274-2150.